



MEMORANDUM

URGENT

DATE: December 01, 2003

TO: District Superintendents, Charter School Administrators

FROM: Garrett A. Holm, Policy Analyst

SUBJECT: Determination of Adequate Yearly Progress (AYP) for Districts and other Local Educational Agencies

In accordance with the No Child Left Behind Act of 2001, the Arizona Department of Education (ADE) will determine adequate yearly progress (AYP) for all districts and other local educational agencies (LEAs). It should be noted that the same methodology applied to determine AYP for schools will be utilized to calculate AYP for districts/LEAs. AYP determinations for districts/LEAs include all aggregate student data from the schools served by a particular district/LEA.

The following timeline details the events associated with the determination of AYP for districts and LEAs:

**December 10, 2003 to
December 22, 2003:
(5:00 pm)**

The ADE will post the data verification page for districts/LEAs on the Common Logon page located on the Department's website (www.ade.az.gov). During this time, district/ LEA staff must review all relevant data and update these data/alert the ADE to any discrepancies through either the data verification page or the achieve e-mail address (achieve@ade.az.gov). Districts/LEAs will not be permitted to modify data after December 22, 2003 at 5:00pm. If you experience any difficulties with the Common Logon or the password required for the Common Logon, please contact the ADE at enterprise@ade.az.gov. Technical problems should be directed to your district technical department/staff or your local Regional Training Center.

January 5, 2004:

The ADE will release preliminary AYP determinations for districts/LEAs through the Common Logon. This preliminary AYP release for districts/LEAs is considered by the Department to be embargoed data not subject to public release.

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**January 5, 2004 to
January 16, 2004:
(5:00 pm)**

The ADE will accept statistical and substantive appeals for district/LEA determinations. In order to file an appeal with the Department, a district/LEA must complete the appeals application located on the Common Logon. ***The ADE will not review any appeals submitted after the 5:00 pm deadline on January 16, 2004.*** District/LEA administrators appealing an AYP determination for statistical reasons must base their appeal on one or both of the following circumstances:

- High school student populations not meeting the 95% student participation rate (total population and/or disaggregated student subgroups) on AIMS for reading, writing and mathematics; ***or***
- The inclusion of invalid assessment and/or other relevant data in calculations utilized for AYP determinations.

District/LEA administrators appealing an AYP determination for a substantive reason(s) must clearly articulate the issue(s) they believe merits an appeal. District/LEA administrators must submit evidence that the issue(s) they believe merits an appeal directly resulted in a significant decrease in student academic achievement as demonstrated on AIMS and/or a decrease in student attendance during the administration of AIMS.

**January 19, 2004 to
January 28, 2004:**

The ADE will review all appeals submitted by districts/LEAs and notify districts/LEAs of any modifications made to the preliminary AYP determination resulting from the appeals process.

January 30, 2004:

Release of final AYP determinations for districts/LEAs.

If you have any questions regarding the AYP determination for districts/LEAs or the timeline detailed in this memorandum, please contact the achieve e-mail address at achieve@ade.az.gov or call (602) 542-5151.